



Public Works

Right-of-Way Services

Right-of-Way Obstruction Permit Application

1 Exchange Plaza, Suite 304

Raleigh, NC 27602

Phone: 919-996-2483

Email: RightofWayServices@raleighnc.gov

Applicant Information: This section must be filled out and submitted to rightofwayservices@raleighnc.gov along with any support documents.

Submittal Date: [Click here to enter a date.](#)

Contractor on Site Name:	Click here to enter text.	Company Name:	Click here to enter text.
Email:	Click here to enter text.	Phone number for contact on job site:	Click here to enter text.
Address of Contractor:	Click here to enter text.	City/State/ZIP:	Click here to enter text.
Doing work for:	Click here to enter text.		

Address of work:	Click here to enter text.	State Road	YES <input type="checkbox"/> NO <input type="checkbox"/>
Block locations: From	Click here to enter text.	To:	Click here to enter text.
Date(s) requested: From	Click here to enter a date.	To:	Click here to enter a date.



Click this button to find the address or the block location of work

TIMES REQUESTED

NOTE: No work may occur during [Festivals, Road Races, and Special Events](#) unless an EMERGENCY situation occurs.

- ☐ Day work (any street) 9 a.m. – 4 p.m.
- ☐ Night work 7 p.m. – 5 a.m.
- ☐ Night work (SR) 9 p.m. – 5 a.m.
- ☐ Weekend Work (City) 7 a.m. – 6 p.m.

TYPE OF CLOSURE REQUESTED

☐ Full Street Closure

NOTE: Requires Traffic Control, Detour Plan, and Notifications to property owners. Plan and this application must be submitted 14 days prior to start of work, Council approval required for closures lasting longer than 30 days.

☐ Partial Street Closure

NOTE: Requires Traffic Control, Detour Plan, and Notifications to property owners and City Council approval for closures lasting longer than 30 days.

☐ Construction use of Parking Space

NOTE: A fee must be paid to Raleigh Parking for paid Parking Spaces or Downtown ([Park Link](#))

☐ Sidewalk Closure

NOTE: Requires a pedestrian plan if obstruction is longer than 48 hrs. All [PROWAG](#), [ADA](#), and [MUTCD](#) requirements apply for all closures. Building and Electrical Permits require that the [Permit Application](#) be filled out.

Date request for Sidewalk Obstruction: FROM: [Click here to enter a date.](#) TO: [Click here to enter a date.](#)

TYPE OF WORK REQUESTED

Any Construction work on NCDOT maintained streets may require an encroachment permit prior to any commencement of work. Contact the District Engineers Office – 919-733-3213.

Any construction in the Public Right-of-Way will require a [Street Cut Permit \(Work on Public Ways\)](#)

☐ Repair

e.g. Water or sewer repair, broken power poles

☐ Maintenance

e.g. Resurfacing Operations, Tree Maintenance, Window washing, pothole repair

☐ **Construction**

e.g. Temp. Dumpsters in Parking spaces, Pavement cuts, any new Utility Installation, Sidewalk replacements, Street Lights, new Building Construction or Alterations

☐ Check if this is a permit extension. Previous transaction or RW permit number: [Click here to enter text.](#)

Provide specific details about the work type requested:

[Click here to enter text.](#)

For Office Use only – An approved copy of this permit application must be at work site to be valid

Transaction number

[Click here to enter text.](#)

RW permit number

[Click here to enter text.](#)

Authorization for street obstruction has been granted for the above Contractor and work: ☐

By City of Raleigh Official Initials: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

Specific Conditions:

[Click here to enter text.](#)

Arrow Board required:

☐ YES

☐ NO

Required for:

Full Street Closure,

Night Work,

NCDOT maintained Streets,

Streets within the Central Business District,

No work permitted between the hours of 7 a.m. – 9 a.m. and 4 p.m. – 6 p.m. Night work starts at 7 p.m. for City Streets and 9pm for State Streets. Weekend work times are 7 a.m. – 6 p.m. for City Streets.

Special authorization to obstruct a traffic lane(s) and/or parking lane(s) is hereby granted pursuant to City of Raleigh Code Article “L” Section 11-2232 – Section 11-2245. [City of Raleigh Code Article L](#)

The Manual on Uniform Traffic Control Devices (MUTCD) Part 5 and 6 must be followed when occupying or closing a travel lane.

[Manual on Uniform Traffic Control Devices](#)

Sidewalk Accessibility shall be maintained in order with all American with Disabilities Act <http://www.ada.gov/> (ADA) requirements.

[Americans with Disabilities Act Homepage](#)

Lane Closures permits will not be issued for work to begin on days that the N.C. Division of Air Quality has issued a Code Red Ozone Alert.

[N.C. Division of Air Quality](#)

City of Raleigh Right-of-Way Provisions

It is the policy of the City of Raleigh that all projects within right-of-way the City be adequately reviewed for coordination and to ensure the health, safety, and welfare of the citizens of the City. In accordance with Sec. 11-6001. – (PERMIT AND REGULATIONS FOR WORKING IN, UPON, OVER, UNDER OR ADJACENT TO THE STREETS AND SIDEWALKS.) the following applies,

1. No person shall make any excavation or opening or dig any ditch, trench, tunnel or hole in, along, across or under any street, sidewalk or other public place for the purpose of laying or placing therein any pipe, wires, pole or for any other purposes.
2. No person shall grade, construct, pave or otherwise improve or repair or undertake the grading, construction, paving, improvement or repair of any street or sidewalk or other public place, including the construction, extension, paving or repair of any driveway which extends over or within the boundaries of any street, sidewalk or street right-of-way.
3. No person shall engage in any work or activity which shall in any way obstruct or tend to obstruct any street, sidewalk or other public place except those operating according to a valid permit issued pursuant to this Code.
4. No person shall engage in the erection, construction, repair, demolition, renovation, maintenance or any other work or activity in or upon, over, under or adjacent to or within five (5) feet horizontally of any street, sidewalk or other public property within the City outside of any permanent building.

Permits shall be issued for any of the activities described above to ensure proper compliance with all standard Local, State and Federal requirements.

No permit shall be identified as Emergency unless the following may occur:

- **Immediately threatening to life, health, environment or significant loss of property;**
- **Have already caused loss of life, health detriments, property damage or environmental damage;**

- **Have a high probability of escalating to cause immediate danger to life, health, environment or significant loss of property.**

General Provisions

All construction shall be in accordance with City of Raleigh and/or NCDOT standards and procedures. In case a conflict occurs, the more stringent shall apply. The contractor must contact the Inspector prior to completion of conflicting work and resolve.

All NCDOT standards apply on an NCDOT maintained Facility.

If crossing another entities right-of-way the standards and requirements of that entity may differ from or supersede these standards.

Ensure that all parties have approved, SIGNED construction plans, etc. with the latest revisions.

All applicable City of Raleigh permits (Land Disturbance, etc.) and NCDOT permits/encroachments (if applicable) shall be in place prior to starting work.

All lane closures of an existing public road shall require a Lane Closure Permit from the Transportation Field Services division/Public Works department.

All sidewalk closures shall have a sidewalk closure plan prepared by the engineer and approved by Public Works/Right-of-Way Services staff and shall be in accordance with ADA and MUTCD requirements.

A copy of the approved permit and plan must be at the job site at all times.

Ensure that contractor has taken a sufficient number of pre-construction photos and videos. All damaged items along the property frontage (asphalt, curb and sidewalk) shall be replaced and in acceptable condition prior to closeout of all applicable right-of-way permits.

Inform contractor of exactly what our inspector shall witness (public sidewalks, accessible ramps, curb grades, driveways, landscaping, etc.)

All existing underground utilities shall be located prior to beginning any excavation or underground construction. all underground utility locates shall be ordered no less than 3 days prior and no more than 12 days prior to the beginning of said excavation or underground construction.

The contractor shall inform the area residents, businesses, and emergency services at the area of the proposed project with the Sample Notification Letter at least 7 business prior to commencement of any construction. Additional information including the anticipated time and length of construction, any proposed traffic disruptions, and the responsible party's owner, owner's agent, and contractor phone number shall be supplied to the Transportation Inspector. Additional means of communication can be door hangers, neighborhood meetings, face to face discussions, etc.

Permittee shall notify City of Raleigh Right-of-Way Services for coordination and shall follow the City's checklist.

The Permittee shall have a superintendent available on a 24-hour basis who is authorized to carry out orders from the City Engineer's representative (typ. Inspector) while work is in progress. The Permittee shall provide the name of the superintendent prior to the start of work.

A Pre-Construction conference is required prior to performing any work under this agreement. The Permittee, Utility Owner, Contractor(s), stakeholders, etc. shall be in attendance. At this time or upon request, Permittee and/or Owner shall present necessary construction plans and schedule; including staging, lane/street closures, project duration, work hours, paving restoration, construction inspection, public notification, etc.

Before work may proceed, a proper traffic control plan shall be submitted and accepted by the City. Traffic control devices, signs, lane closures, sidewalks, etc. shall be installed to ensure public safety and protection of pedestrian and vehicular traffic in accordance with the latest edition of the Manual on Uniform Traffic Control Devices and any supplements. (Reference Ch. 11 Art. 5 Section 11-94)

This will include measures taken to re-route traffic or control road users through a Temporary Traffic Control (TTC) zone and means of protecting the roadway, which may include barriers. TTC signs shall be installed no less than 3 days in advance and bagged as needed. Any variable message boards shall in place no less than five (5) days, including one weekend prior to construction or as directed.

The issuance of this permit does not preclude the Permittee from complying with any and all statutes, rules, regulations, or ordinances which may be imposed by other government agencies (Federal, State, and local) which have jurisdiction.

The City reserves the right to require the presence of a police officer at any construction activities, operations utilizing public right of ways or properties. Security, vehicular traffic control, pedestrian traffic control, noise control, dust control, vibration control are some, but not all, of the reasons for the requirement. The Permittee shall be required to comply with the City or Raleigh Police Department.

Road Closure Times

Road closures are allowed 24 hours per day, seven (7) days a week.

No lane closures shall be allowed between the hours of 6:00 a.m. to 9:00 a.m. and 4:00 p.m. to 7:00 p.m. (Peak hours restricted). Further restrictions may apply due to traffic conditions.

No lane closures shall take place prior to 7:00 p.m. and traffic shall resume before 6:00 a.m. (Night work only).

No lane closure shall occur during any scheduled event.

Standard hours for construction related activities are 7:00 a.m. – 8:30 p.m., seven days a week for on-site work and 9:00 a.m. – 4:00 p.m., Monday through Saturday, within a public road right-of-way.

During Construction

Any trash or debris tracked onto a public road shall be removed and swept immediately.

Portable toilets, trash receptacles and construction materials shall not be placed with the public right-of-way. Curb/sidewalk removal debris, pre-made building packages, gravel, sod, etc. shall NOT be stockpiled with the public right-of-way.

Concrete wash-out areas shall not be located within the public right-of-way and shall not drain into the Public Street and/or storm drainage system.

Contractors are NOT allowed to operate any City of Raleigh water valves.

Contractor shall contact City of Raleigh Public Utilities to have existing valves on or near waterlines serving the proposed project located and checked for accessibility and operation no less than 48 hours prior to construction (see contacts list).

No drain pipes shall be installed within the curb or outlet onto sidewalks within the public right-of-way.

The City of Raleigh will not inspect pavement construction associated with NCDOT facilities. In lieu of inspections, the same reports provided to NCDOT regarding pavement structure shall be provided to the City of Raleigh prior to closeout of all applicable Right-of-Way Permits.

All construction traffic shall adhere to the City of Raleigh Truck Route Ordinance (section 11-2132). Any questions regarding this ordinance shall be forwarded to the Transportation Operations division/Public Works Department.

Contractor shall provide traffic and/or pedestrian access during construction, where applicable. Loading and unloading areas shall be properly identified and not obstruct traffic and/or pedestrians.

All areas shall be defined by a machined saw cut. Sidewalk sections shall be removed to the nearest joint. If any area of curb and gutter removed is less than five (5) feet from the nearest construction joint, the curb and gutter shall be removed to the joint.

If any curb and gutter or sidewalk is disturbed in the area which would normally encompass a sidewalk access ramp, a sidewalk access ramp shall be installed according to the slopes and dimensions of the latest ADA standards.

All street and sidewalk construction shall be continuously maintained in a safe manner. Permit holders shall utilize flashing barricades and sidewalk closed signs where applicable.

The use of steel plates is greatly discouraged. However, if no other option exists, their use shall be approved by the Public Works Department, Transportation Field Services.

Steel shall meet the requirements set forth in the 14th edition of the "Standard Specifications for Highway Bridges" by AASHTO. In general, the minimum requirements for a 24-inch cut, is to utilize a 5-foot wide by 8-foot long by 1-Inch thick steel plate. The plates shall be secured from lateral movement while in use by the installation of asphalt material.

All areas shall be defined by a machined saw cut. Sidewalk sections shall be removed to the nearest joint. If any area of curb and gutter removed is less than five (5) feet from the nearest construction joint, the curb and gutter shall be removed to the joint.

All disturbed driveways shall be replaced with full panels. Replacement of driveways shall be in accordance with current standards and not create safety issues with adjacent sidewalks. Typical driveways shall have an expansion joint at the curb tie-ins and the end of the apron.

Restoration

All street cuts shall be maintained in a safe manner when opened to the public, either by the installation of asphalt or the installation of ABC stone. The use of ABC stone is discouraged on high volume streets due to high maintenance requirements. Maintenance requirements are the responsibility of the permit holder. Street cuts shall be completed within 24 hours of the initial cut.

The trench sub-grade material shall be backfilled and compacted to a density equal to at least 95% of that obtained by compacting a sample of the material in accordance with AASHTO T-99 as modified by NCDOT.

The final lift of fill material shall consist of a minimum of 12 inches of ABC material. This final lift shall consist of two 6" lifts installed and compacted to a density equal to 100% of that obtained by compacting a sample of the material in accordance with AASHTO T-80 as modified by NCDOT.

The same thickness/type of asphalt which exists shall be installed, but in no case shall the asphalt be less than three inches thick.

The asphalt shall be defined by a straight edge, preferably by a machined saw cut. The entire thickness/edge of the existing asphalt cut shall be tacked.

Asphalt shall be installed and compacted thoroughly to achieve a smooth level patch. Any settling that occurs will be the contractor's responsibility to repair in a timely manner.

Any curbing, pavement, markings, signs, sidewalks, trees, light poles, signal equipment, etc. damaged during the construction process or installation or damaged by equipment used, shall be restored to the same or better condition to the satisfaction of the Right-of-Way Inspector. All repairs and restoration shall conform to current Standards and Details, including compliance with ADA.

Where any signal failures, malfunctions or damages occur as a result of work, an emergency response shall be accomplished within 4 hours of notification with the repairs completed within 8 hours of notification. Any signal loop outages shall be replaced within 5 workdays. All repairs shall be accomplished by a NCDOT approved contractor, which is a licensed electrical contractor familiar with traffic signal construction.

Right-of-Way monuments disturbed during construction shall be referenced by a Registered Land Surveyor and reset after construction.

Shoulders, ditch slopes, and ditches disturbed, shall be seeded, mulched and restored to the satisfaction of the Inspector. Shoulders, ditches and plaza area shall be fine graded and returned to a similar grass like condition or better by application and care of proper seeding and straw or mulching. These operations shall begin, not to exceed ten (10) calendar days, from the initial date of the ground disturbance. Any deviations from this requirement shall be cause for immediate stoppage of any further ground disturbance activities until all seeding and mulching is completed and has been brought to where the work stoppage began.